

# FAMILY READINESS MOBILIZATION HAND BOOK



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## ***INTRODUCTION***

### **CONGRATULATIONS!**

You are a participant in one of the Nation's oldest and most sacred institutions, the National Guard. Since this Nation raised its first militia in 1636, it has placed its trust in the Guard members and the people that are his or her primary support, the Family.

The National Guard family is unique and special. The family has learned to share their loved ones with the rest of the country. They are the true patriots. The National Guard Family knows, through their sacrifice, they help maintain a strong and secure national defense for their state and country.

The purpose of this handbook is to inform you of the benefits that you are entitled to receive, and to be prepared in the event of mobilization. It is an important book, full of information that will answer questions you may have or will have in the future. It has been prepared to reduce the stress and strain on the family and the service member before, during, and after mobilization.

The Michigan National Guard remains strong because of its soldiers and airmen. The Guard remains strong because of you, **THE FAMILY!**

CONCORD HYMN BY RALPH WALDO EMERSON  
THIS HYMN WAS SUNG AT THE DEDICATION OF THE MINUTE MAN  
STATUE OR WHAT IS CALLED THE BATTLE MONUMENT  
ON JULY 4, 1837

By the rude bridge that arched the flood,  
Their flag to April's breeze unfurled,  
Here once the embattled farmers stood  
And fired the shot heard round the world.

The foe long since in silence slept;  
Alike the conqueror silent sleeps  
And time the ruined bridge has swept  
Down the dark stream which seaward creeps.

On this green bank, by this soft stream,  
We set today a votive stone.  
That Memory may their deed redeem,  
When, like our sires, our sons are gone.

Spirit, that made those heroes dare  
To die, and leave their children free,  
Bid Time and Nature gently spare  
The shaft we raise to them and thee.

# MICHIGAN NATIONAL GUARD FAMILY ASSISTANCE HANDBOOK

This handbook has been developed to assist you and your family in preparing for deployment, activation and extended temporary duty. You will find within these pages helpful suggestions, pertinent information and a summary of tasks, which are essential for your family's welfare. As with any separation, **preparation is the key to success.**

It is hoped that you will use this booklet to prepare you and your family. You will discover that there are many areas of concern that go unnoticed until it is your own family situation. Please take time to fill in the necessary information so that the challenges and stresses related with your absence can be minimized.

Each Guard member is accountable to their commander and bears primary responsibility to have their personal affairs in order as an on-going aspect of military service. A Guard Member will be able to serve with confidence, during a time of mobilization or activation, if they know that they have fulfilled their responsibilities to their family and prepared them, well in advance, for the demands of separation while they are away. The important matters of family finance; location of important papers; housing; medical care/insurance; emergency support; a Will; appropriate legal support (as needed); family member dependent ID cards; these items should all be in order long before the time of separation due to a military mobilization, state call up or annual training. **MILITARY FAMILY READINESS IS LIFE READINESS**, and Guard family members deserve the best of responsible care from their Guard Sponsor.

The Guard and Community agencies provide Family Assistance during times of mobilization, through Family Assistance Centers (FACS) and easily accessible information and referral support.



## GENERAL INFORMATION

### FAMILY READINESS GROUPS

The FAMILY READINESS GROUP (FRG) is a Commander's program for family members that is designed to help prepare them for times of separation from their sponsor, due to military service responsibilities. Family members, like you, volunteer to help one another gain strength and independence. FRG members train to be READY, listen to problems, answer questions, and refer individuals to the proper agencies for solutions to problems, and unusual situations. Family Readiness Groups care and share, especially during times of separation.

The FRG can:

- Offer Family Readiness Training
- Develop family support networks through which families mutually support each other.
- Provide a communication network between the unit and family members.
- Improve family awareness of the organization of the military unit, its missions and activities.
- Provide an arena in which family members can develop personal strength and independence.
- Provide support and assistance in easing burdens of separation.
- Assist family members in knowing about and understanding their benefits.
- Be a link between the unit and the family, helping to build a PARTNERSHIP.

Every family member is encouraged to be an active part of the FRG not only to receive help but also to help others. Please be involved and get others involved in your Family Readiness Group.

## **FAMILY READINESS GROUP UNIT POINT OF CONTACT (POC)**

A Guard member who is appointed by the Commander to help organize and assist the FRG with activities and training. They help to build a bridge between the Commander, the FRG volunteer Point of Contact and Family Members.

## **CHAIN OF CONCERN**

The "Chain of Concern" is a listing of contact people in your FRG who have volunteered to make telephone calls as necessary, and to provide any information and/or assistance you may need. Be sure your contact person has an accurate phone number and address for you on the telephone tree. Keep your contact person's name and telephone number posted where it is accessible. Near your phone or on the refrigerator are good places.

### **YOUR FRG REPRESENTATIVE:**

**NAME:**\_\_\_\_\_ **PHONE:**\_\_\_\_\_

### **YOUR FRG CONTACT PERSON:**

**NAME:**\_\_\_\_\_ **PHONE:**\_\_\_\_\_

## **GENERAL INFORMATION**

### **EMERGENCIES**

#### **WHAT IF I HAVE AN EMERGENCY AT HOME?**

Many times, distressing situations occur and you feel it is necessary to request that your service member return home. The military defines an emergency as follows: An EMERGENCY is the DEATH, CRITICAL ILLNESS OR INJURY to an IMMEDIATE family member. CRITICALLY ILL or INJURED means the possibility of death or permanent disability. IMMEDIATE family is defined as wife/husband, parent's children, grandparents (who raised you or your spouse in the place of parents), or guardian (who raised you or your spouse in place of parents.) The birth of a child, a broken leg, or the flu are not themselves considered emergencies. However, the Commander may determine it is best that the service member returns home in certain situations.

#### **WHAT IF MY SPONSOR HAS AN EMERGENCY?**

If your service member develops a serious problem such as an illness or injury, the unit will contact you. If your soldier's immediate family has an emergency and his or her presence is necessary, the Red Cross from that area will need to generate a Red Cross message detailing the emergency. Contact your local Red Cross for more details.

#### **BE PREPARED FOR EMERGENCIES**

1. Keep a list of emergency phone numbers near your phone, posted on the refrigerator, or in a place where EVERY member of the family knows the location. It is best to place emergency information on 3' by 5' cards. Place them by all phones, on the refrigerator, and keep one in your purse or wallet. The data card should include the following: Soldiers rank and paygrade, Soldiers name, Social Security, Unit of assignment, Unit attached to for deployment, Unit Phone #, Commanders name and phone number, military Point of Contact and phone number, State Family Program Coordinator name and phone number.
2. It is a good idea to give the friend or neighbor a copy of the emergency data card.
3. Be sure you service member's unit has your CORRECT address and phone number on the phone tree plus a friend or relative. If you do not have a phone, list a neighbor's number who will contact you.
4. Refer to you Family Readiness Group's Chain of Concern for assistance and or information.



## **ASSISTANCE AGENCIES**

### **AMERICAN RED CROSS**

The American Red Cross assists with reporting and communicating while your service member is away. ARC will assist with medical reports, birth notices, emergency notification of your service member during separations, as well as verification of emergency leave. Counseling and referrals on personal and family problems is also offered. Emergency financial assistance is normally not available through the ARC. A complete listing of the Red Cross Chapters in Michigan is attached.

### **ARMY EMERGENCY RELIEF (AER)**

#### **TO RECEIVE AID FROM AER A SOLDIER MUST BE ON ACTIVE DUTY ORDERS FOR OVER THIRTY DAYS**

Army Emergency Relief provides loans and grants under emergency conditions.

#### **SITUATIONS IN WHICH AER MAY ASSIST:**

- Initial rent and deposit, or rent to prevent eviction
- Emergency travel expenses caused by crisis in the family
- Emergency food assistance
- Utilities to prevent cut-off
- Essential privately owned vehicle repairs
- Medical, dental and hospital expenses authorized through CHAMPUS and TRICARE
- Fire and other disaster

**ARMY EMERGENCY RELIEF PHONE NUMBER (810) 307-4554**

### **GUARD CHAPLAIN**

Your Guard Chaplain is a trained clergy professional. The Chaplain provides care and is trained to respond to family-life issues. Families can find insights and practical advice in sharing with a Chaplain concerning personal and family needs (parenting, coping with stress, managing anger, and many others). To contact a Guard Chaplain call your local unit POC.

## **ASSISTANCE AGENCIES Cont.**

### **COMMUNITY MENTAL HEALTH SERVICES**

Mental Health offers assistance during those times when the bottom seems to fall out of life. If the going gets rough, feel free to call your Community Mental Health Service (check your local telephone directory for their number).

### **OTHER AGENCIES TO TURN TO**

There are many agencies that can help you in peacetime as well as after mobilization. An important means to assistance that is often overlooked is your local church, minister, pastor, priest or rabbi. The clergy is very knowledgeable of community and military agencies that can help families through financial, health, marital, or emergency leave problems.

Other agencies to turn to are listed in your phone book. Some examples of community agencies are listed below:

- **Food Share/Food Closet**
- **American Legion**
- **Veterans Administration**
- **Public Health Department**
- **Alcoholics Anonymous**
- **Salvation Army**
- **Department of Social Services**
- **United Way Agencies**
- **Parents Anonymous**
- **Local Religious Organizations**
- **Community Hot Lines**
- **Legal Aid**
- **Federal Food and Nutrition Service**
- **Head Start**
- **Department of Commerce**
- **Food and Drug Administration**
- **Housing Authority**

### **LEGAL ASSISTANCE**

Legal Assistance can provide help in the following areas:

- Domestic relations/family law matters
- Will and estates
- Adoptions and name changes
- Non-support and indebtedness
- Landlord-tenant relations
- Taxes
- Civil Suits
- Powers of Attorney
- Immigration/Naturalization
- Consumer affairs

You must have a Power of Attorney if you are to conduct family business including legal, financial or unit related activities.



## **POWER OF ATTORNEY**

The final step in pre-mobilization planning is to consider whether you will need to have someone manage your affairs in your absence, and if so, then to execute (prepare and sign) the proper legal documents authorize them doing so.

Upon mobilization you may be unable to handle your own affairs and may need to appoint someone else to act for you. A Power of Attorney is a written legal document by which you, the grantor or donor, give someone else, called the “attorney-in-fact” or the “donee,” the authority to act as your agent or attorney, either generally or for some more specific limited purpose.

### **GENERAL POWER OF ATTORNEY:**

Authorizes you to conduct all family business which would otherwise require your service members presence

### **LIMITED POWER OF ATTORNEY:**

Authorizes you to conduct only the matter specified in the document which would otherwise require your service members presence

**CONTACT MILITARY LEGAL ASSISTANCE TO MAKE AN APPOINTMENT  
CALL (517) 483-5682**

### **PRECAUTIONS IN AUTHORIZING YOUR POWER OF ATTORNEY**

Never give your power of attorney to anyone who is not absolutely trustworthy, reliable, capable, efficient and competent.

A general power of attorney is seldom necessary. A special power of attorney for a specific purpose(s) is more likely to be accepted.

Once a power of attorney is granted, it can be revoked at any time. The instrument should contain a self-executing revocation date (expiration date). If one gives a power of attorney, it should be effective for no more than the period necessary to accomplish the purpose. We recommend that it be generally for no more than one year. There is no military requirement for you to give someone your power of attorney before you mobilize. The need for one is entirely personal and should be tailored to meet you individual needs and desires.

You can revoke a power of attorney at any time by sending a notice of revocation to the agent concerned. You should execute copies of the notice of revocation with all the formalities taken in executing the power. You should have the notice of revocation recorded where the power of attorney was recorded. In general, you should have a power of attorney revoked after it has served its purpose.

## ***EMERGENCY INFORMATION***

**Fill out this information and keep near your phone, on the refrigerator, in your purse or wallet and give a copy to a friend or relative.**

**SPONSOR'S NAME**\_\_\_\_\_ **RANK** \_\_\_\_\_

**SPONSOR'S SOCIAL SECURITY NUMBER**\_\_\_\_\_

**UNIT**\_\_\_\_\_

**SPONSOR'S COMPANY**\_\_\_\_\_

**SPONSOR'S PLATOON**\_\_\_\_\_

**COMPANY COMMANDER**\_\_\_\_\_

**COMMANDER'S PHONE NUMBER**\_\_\_\_\_

**FIRST SERGEANT**\_\_\_\_\_

**FIRST SERGEANT'S PHONE NUMBER**\_\_\_\_\_

**OFFICER IN CHARGE**\_\_\_\_\_

**NCO IN CHARGE**\_\_\_\_\_

**STATE FAMILY PROGRAM COORDINATOR NUMBER:**

Jaima McCabe (517) 483-5838 or Pager 1-877-616-0128 (remember to include area code!)

**FAMILY PROGRAM COORDINATORS NAME & PHONE NUMBER:**

**FAMILY READINESS GROUP CONTACT PERSON:**

**FAMILY READINESS PHONE NUMBER:**

**KEY NUMBERS**

**AMBULANCE** 911

**FIRE** 911

**POLICE** 911

**COMMUNITY HOSPITAL** \_\_\_\_\_

**FAMILY PRACTICE** \_\_\_\_\_

**POISON CONTROL CENTER** \_\_\_\_\_

**FAMILY PREPAREDNESS CHECKLIST**

## **FAMILY CHECKLIST/FILL IN SECTION**

Although deployments and separations are never easy on the family, the hardships involved need not be increased by failure to plan ahead. A carefully prepared and executed pre-deployment checklist can save you and your family from giant headaches in the future.

It is very important for you, as a military family, to have in your possession certain documents. Military spouses are often required to take over family matters during the soldier's absence. Therefore, it is important that both of you sit down together to gather the information and documents named in this checklist. You are encouraged to keep originals or copies of all listed documents in a special container that you can find immediately. If you are using a safe deposit box, be sure you check with the bank to see what the regulations are for you to have access to it when your spouse is away.

The following is a list of the items that should be in your storage container.

### **LOCATION OF STORAGE CONTAINER \_\_\_\_\_**

- Marriage certificate
- Birth certificates of all family members
- Shot records up to date of all family members, including pets
- Citizenship papers, if any
- Adoption papers, if any
- Passport, Visas, if any
- Military ID cards for all family members. (10 years and older)
- Life insurance policies for family members, including name, address, and phone number of insurance companies
- Power of attorney drawn up, copies provided
- Wills for both spouses completed and filed, copies on hand
- Orders, at least 10 copies of TDY and or PCS orders
- Emergency data card updated in military personnel record, copy on hand
- Copy of SGLI and DD form 93 updated
- List of all credit cards and account numbers, and phone numbers for companies
- List of all bonds and stocks, name and phone number of broker
- Court orders relating to divorce, child support or child custody (if applicable)
- Real estate documents. Copies of all documents relating to rent or ownership of land.
- Documents relating to lease, mortgage, deed, or promissory note
- Death certificates for deceased family members
- Last LES (leave and earning statement)
- DD form 214, discharge papers and other documents related to military service records.
- Social security cards and numbers of all family members
- Inventory of household goods
- Titles to all automobiles, trucks, snowmobiles, trailers, boats, etc.

## **FAMILY PREPAREDNESS CHECKLIST CONTINUED**

- Extra set of keys to house, car, mailbox, etc

- Next of kin informed of rights, benefits, assistance
- Family budget and business arranged
- Emergency services available explained
- Nature and location of important documents explained
- Moving of household goods explained
- Joint checking/savings accounts arranged. List of account numbers and banks
- Location of Red Cross, phone number and office location
- Location of State Family Program Coordinator, phone, and office location
- Location of JAG (legal assistance), phone number and office location
- Current addressees and phone numbers of all members of immediate families of both spouses.

**Personal telephone directory updated, important/emergency phone numbers available at fingertips**

## **FAMILY PREPAREDNESS FINANCES**

Experience with previous deployments and separations indicate some spouses are financially unprepared for their spouses' departure. The following information can help assist spouses overcome many financial obstacles during deployments.

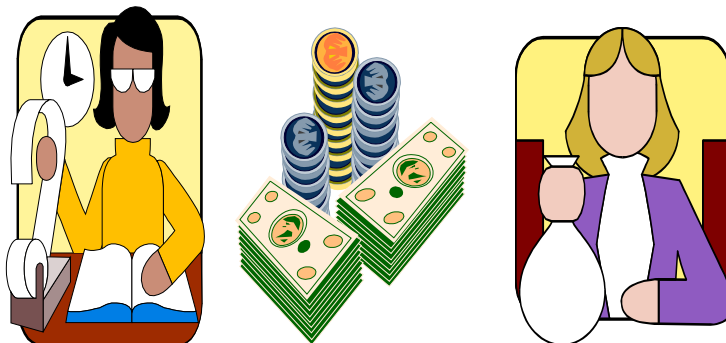
### **CHECK TO BANK**

Open a joint checking account. Due to regulations everyone is to have direct deposit to a financial institution. This is the easiest, fastest and safest way to get to your money. If you desire, allotments can be made to various financial institutions for the purpose of paying bill. Contact your local unit for allotment forms. It is strongly recommended that all married service members have a joint checking account with their spouse for easy access to family funds.

Single soldiers, should have a joint checking account with mom or dad or someone that is well trusted so that bills may be paid while the soldier is deployed.

### **FINANCIAL AID PROGRAMS**

Army Emergency Relief (AER) provides loans and grants under emergency conditions. Guard's members must be on orders 30 days or more to receive assistance.



## **FAMILY PREPAREDNESS FINANCES**

Keep a good credit rating by paying your bills on time. Remember to keep a record of personal finances to stay on top of your recurring bills. The following is an example you may want to use in tracking your bills:

To\_\_\_\_\_

Amount\_\_\_\_\_

Address\_\_\_\_\_

Due Date\_\_\_\_\_Does coupon go with payment\_\_\_\_\_

### **MONEY CHECKLIST**

1. Do you and your spouse have a joint checking account?
2. Will your bank accept a Power of Attorney?
3. Do you know:

How deposits are made?

How to balance your checkbook?

How to read a bank statement?

How to write checks?

How to order more checks?

What service charges are there?

What minimum balance means?

If you answered “NO” to any of these questions, call the State Family Program Office and request the information you need. There are a variety of community resources that can be of help.

# FAMILY BUDGET

The following is an outline to help you in figuring your budget and how much money you will need to meet monthly expenses.

## Monthly Financial Sheet

Income:	Base Pay	_____
	Quarters Allowance	_____
	Separate Rations	_____
	VHA	_____
	Other Allowances	_____
	Other Income	_____
		_____ <b>Total</b>

Deductions:	Federal Income Tax	_____
	State Income Tax	_____
	FICA Tax	_____
	Insurance (SGLI)	_____
	Allotments	_____
	Dental Insurance	_____
	GI Bill	_____
	Government debt	_____
	AER Loan Payment	_____
	Contributions	_____
Other Deductions	_____	
	_____ <b>Total</b>	

Available income (income minus deductions) \_\_\_\_\_ **Total**

Expenses:	Rent/House Payment	_____
	Gas	_____
	Water	_____
	Electricity	_____
	Phone	_____
	Food	_____
	Clothing	_____
	Dry Cleaners	_____
	Personal Items _____	
	Car	_____
	Life Insurance	_____
	Cable TV	_____
	Newspapers/Books	_____
	Credit Cards	_____
	Car Insurance	_____
	Doctor/Dentist Bills	_____
	Gasoline	_____
	Recreation	_____
	Children's Allowance	_____
	Gifts	_____
	School Costs	_____
	Other	_____
		_____ <b>Total</b>

Net Income minus expenses: \_\_\_\_\_ **Total**

# **MILITARY PAY**

## **BASIC PAY**

The amount of basic pay is determined by the length of time in service, by rank, and by any promotions and increases received. All active duty personnel receive basic pay. While the service member is deployed or on AT they receive Basic Pay.

## **BASIC ALLOWANCE FOR HOUSING (BAH)**

BAH is a non-taxable allowance for housing available to soldiers on active duty. The amount of BAH is determined by rank and whether or not there are family members. This allowance partially reimburses active duty military personnel for their housing expenses if they live in civilian communities. BAH is also a non-taxable allowance for food. Officers receive this allowance regardless of rank. Enlisted members may receive this allowance based on the availability of government dining facilities.

## **VARIABLE HOUSING ALLOWANCE (VHA)**

VHA supplements the BAQ when the cost of housing in a certain area is higher than the BAQ. Service members living on the economy receive VHA. The amount of VHA received depends upon housing costs in the area in which a military member lives. Guard members called to active duty for less than 140 days are not entitled to the Variable Housing Allowance.





## FAMILY PREPAREDNESS CHECKLIST CAR MAINTENANCE

### CAR MAINTENANCE CHECKLIST

The family car is an important part of family life. The sudden and unexpected loss of the use of your car can be a real burden, and in some cases could be tragic. During separation, not knowing how to cope with car problems is just one more aggravation while the spouse is away. Please take time to fill in and go over the following information. Discuss what problems may happen to the car and become familiar with the periodic checks that are a part of routine maintenance.

### FAMILY DRIVER LICENSE INFORMATION

Name	Lic.#	State	Exp. Date
------	-------	-------	-----------

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### AUTO DATA/SERVICING INFORMATION (Do one for each vehicle)

1. Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Vehicle ID \_\_\_\_\_

2. Warranty: Yes \_\_\_ No \_\_\_ Location \_\_\_\_\_

3. Car Title: Yes \_\_\_ No \_\_\_ Location \_\_\_\_\_

4. Car Registration: Yes \_\_\_ No \_\_\_

5. License Plate Number \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

6. Auto Insurance: Yes \_\_\_ No \_\_\_ Policy Number \_\_\_\_\_

7. Spare Keys: Yes \_\_\_ No \_\_\_ Location \_\_\_\_\_

8. Gasoline Type: Unleaded \_\_\_\_\_ Leaded \_\_\_\_\_ Premium \_\_\_\_\_

9. Battery Type: \_\_\_\_\_ Make/Brand \_\_\_\_\_ Warranty: Yes \_\_\_ No \_\_\_

10. Tires Make/Brand \_\_\_\_\_ Size \_\_\_\_\_ Pressure \_\_\_\_\_ Warranty Yes \_\_\_ No \_\_\_

11. Oil Brand \_\_\_\_\_ Weight \_\_\_\_\_

12. Spark Plug Brand \_\_\_\_\_ Type/Size \_\_\_\_\_

### MAINTENANCE SCHEDULE:

1. Major servicing to be done at \_\_\_\_\_

2. Phone Number of Maintenance Shop \_\_\_\_\_

3. Oil filter change/lubricant \_\_\_\_\_ Next Scheduled Date \_\_\_\_\_

4. Tune up, Next Scheduled date \_\_\_\_\_ Approx. Mileage \_\_\_\_\_

Where \_\_\_\_\_ Remarks/Instructions \_\_\_\_\_

5. Tire balancing, rotation, front end alignment, Next Scheduled date \_\_\_\_\_

Approx. Mileage \_\_\_\_\_ Where \_\_\_\_\_

## MICHIGAN NATIONAL GUARD FAMILY PROGRAM EXPLANATION OF THE TELEPHONE TREE

A Telephone Tree is a system by which information can be quickly passed to Guard family members. It can be used during annual training; unit activation, mobilization or as needed for meetings.

### **The goals of the telephone tree are:**

- a) To pass important messages as quickly as possible, to family members.
- b) To strive for the passing of accurate, clear and concise messages.
- c) To minimize rumors by passing accurate up to date and approved information.
- d) To affirm the partnership that exists between the Guard and Guard families, and the support that Guard families offer one another, by keeping family members informed.

The Telephone Tree is designed as a function of the Family Readiness Group. Each FRG should have a designated primary and alternate point of contact (POC) that can be reached by someone within the Guard command.

The structure of the phone tree should, when possible, allow callers to make local phone calls, from their homes, and long distance contact is made from a unit phone.

All phone tree messages should be written down, short, specific, clear and concise. **The message should contain the 5 W's; Who, What, When, Where, and Why?**

The Telephone Tree should list home phone numbers, unless by special permission, a volunteer allows the listing of a business phone.

When a message is being initiated, write down exactly all the information and keep a record of this message; who initiated it; the message; the date of initiation; the date of when the telephone tree was initially contacted; and a record of the progress of the tree.

Here is an example of utilizing the Telephone Tree during annual training: The unit has been delayed a day in their return home. The FRG Chairman is notified. She or he calls the Telephone Tree Points of Contact and the message is passed on until all are contacted. **THE MESSAGE SHOULD READ:**

“The (unit name) has been delayed 24 hours because of a change in air flight schedules. The unit will return to the armory at \_\_\_\_\_(time) on \_\_\_\_\_(date, day of week). Notify employers of the delay. If you need further information, call (name and phone number).”

**MICHIGAN NATIONAL GUARD FAMILY PROGRAM  
COVER LETTER FOR TELEPHONE TREE INFORMATION  
PRIVACY ACT STATEMENT**

(Include this cover sheet whenever transferring Telephone Tree information to others.)

**“THIS ROSTER WILL NOT BE RELEASED OR DISTRIBUTED OUTSIDE THE DEPARTMENT OF DEFENSE. IN ADDITION TO THE SPONSOR’S NAME, UNIT AND ADDRESS, THIS ROSTER CONTAINS INFORMATION SUBJECT TO THE PROVISIONS OF THE PRIVACY ACT OF 1974: SPOUSE’S NAME, HOME ADDRESS, AND HOME TELEPHONE NUMBER.**

**THIS INFORMATION WILL NOT BE RELEASED OUTSIDE THE DEPARTMENT OF DEFENSE WITHOUT THE WRITTEN CONSENT OF THE INDIVIDUAL CONCERNED. DISSEMINATION WITHIN THE DEPARTMENT OF DEFENSE (INCLUDES FAMILY PROGRAM) IS LIMITED TO THOSE INDIVIDUALS WHO REQUIRE THE INFORMATION FOR THE PERFORMANCE OF OFFICIAL DUTIES.**

**THIS ROSTER WILL NOT BE FURNISHED TO COMMERCIAL ENTERPRISES OR REPRESENTATIVES THEREOF FOR PURPOSES OF SOLICITATION.”**

**FOR OFFICIAL USE ONLY**

**HOMECOMINGS**

## **WHAT SPOUSES AT HOME SHOULD REMEMBER**

1. Remember that your spouse has been subjected to a daily regimentation and routine. Schedules and preplanned events may not be a good idea upon return. Leave some room for spontaneity.
2. Your spouse may have trouble sleeping for awhile due to a routine change in field life, the presence of other people in a barracks or from a time zone change.
3. Don't be defensive about the way you've handled the children. Discuss any criticisms calmly.
4. It could take time to re-establish sexual intimacy.
5. Your spouse may be surprised or hurt that you've coped so well alone. Reassure them that they are needed, without giving up your independence. Expect them to be different. Think how much you have changed. So have they. Don't worry things will get back to normal after a short time.

## **WHAT RETURNING SPOUSES SHOULD REMEMBER**

1. Don't disturb a family setup that has been working well without you. Ease back into the system gradually. Enjoy being an honored guest for awhile.
2. Take it easy on the children, especially where discipline is concerned. It's best for children to have a constant routine, so let the house rules stand.
3. Don't try to alter the financial affairs. Chances are, your spouse has been handling them fine.
4. Your spouse may be a little envious of your travels, so go easy on the descriptions of your location.

**Your spouse may appear to be different. He or she is a more confident and independent person. The fact that he or she can cope without you doesn't mean they want to. Expect that it will take about six weeks to adjust to each other again. If you're not getting along well by the end of six weeks, counseling might help.**

## DEPLOYMENTS AND SEPARATIONS

### WHAT IS A DEPLOYMENT?

A deployment is military duty away from home. It may be as short as a drill weekend or as long as an unaccompanied overseas tour. The purpose for these deployments or separations is to keep our military forces trained and at the highest state of readiness to meet our global military commitments. Your service member may deploy at any time, although most separations are scheduled well in advance. The nature of the military makes it extremely important to have your family affairs in order so that you will be able to take care of unexpected situations that may come up during a deployment or separation.

### THE FOUR BASIC STAGES OF SEPARATION

Did you know that every one of us who faces separation goes through four basic stages? By becoming aware of these stages we will be able to cope better. We will not be mystified or afraid of these stages, but rather, will use them to better the relations and ourselves with our spouses and children.

**PROTEST:** Against your service member's departure usually comes a week or two before he/she is due to leave. They talk of feeling tense, selfish, unbelieving that he or she will actually leave, and guilty about not wanting their service member to go. There is also frustration with the increased hours your service member spends getting ready to leave, your awareness of how many household chores and family business must be handled before they go, and bona fide physical, as well as mental, exhaustion for everyone.

**DESPAIR:** Is the tearful period, which may come even before your service member departs. Thoughts like, "How will I ever do this without him or her?" is common. There is also difficulty in sleeping due to general fear for one's safety; even the usual noises in the house seem threatening.

**DETACHMENT:** Is the level on which you live for most of the separation. It is a state of relative calm and confidence in handling day-to-day living. If a major crisis occurs, however, you may tend to revert to the stages of despair and protest.

**RETURN ADJUSTMENT:** Is accompanied by awareness of the noises in the house. Many family members experience an incredible emotional and physical frenzy, getting every inch of the house and himself or herself ready for the return of the service member. Your service member will arrive exhausted from the final days away, eager to be home. The first days of unwinding bring long conversations to attempt to catch up. Finally he or she spends lots of time sleeping.

## DEPLOYMENTS AND SEPARATIONS, COPING WITH STRESS

## STRESS IN THE GUARD FAMILY

Being a Guard family can afford pride in serving one's country as well as provide many rich and new experiences. Guard families also can experience problems that are unique to their lifestyle. Pressures and frustrations often result from:

- **Adjustments to absence during Drills and Annual Training**
- **Lengthy deployments or separations**
- **Single parenting during absence**
- **Separation from friends and family**
- **A strained family budget**
- **Adjustment to varying duty schedules**
- **Career changes at retirement**

Nearly every Guard family has difficulty coping with problems from time to time. Pressures can become so great that many areas of life can be affected. For example, father's or mother's absence may have the remaining parent emotionally and physically drained in their role of single parent, while the children are having a like adjustment problem expressed through disciplinary problems while a parent is gone. The match of an overworked and drained parent with unruly children trying to test new limits can easily escalate into a frightful and destructive lifestyle. This can be a strong signal that help outside the family may be needed.

The Military family can help themselves through these stresses unique to their lifestyle. When a parent is away from home for an extended period, it is important to maintain caring and discipline for the children as if they were home. Children may try to take advantage of possible new freedoms with mother or father gone, and a continuing stable home life is important for their psychological adjustment. Consistent rules, a consistent daily household schedule and quality time with the children are important parts of minimizing the stress of the parent who remains at home.

Mother or father and children need to keep social activities alive while the other parent is gone. Providing regular outlets for contact with other people fulfills basic needs for comfort and stability. The guard spouse may feel overworked with additional worries while the service member is away, but time set aside for visiting friends or relatives, going out to enjoy a movie or dinner, or becoming involved in local activities, may help immensely. Your Family Readiness Group can be of great assistance in alleviating the stress of a separation or deployment.

## **STRESS MANAGEMENT HINTS**

- Get up earlier to allow more time before starting the days work.
- Prioritize what is really critical and pace yourself accordingly.
- Be realistic and kind to yourself when making your to do list.
- Spend your leisure time with enthusiastic, upbeat friends. Since many of your friends will be in the same position, you should be enthusiastic and upbeat for them.
- Make a list of your hyper habits; share it with a close friend to check of accuracy and completeness, contract with yourself to change on item or two.
- Take a little time before you enter your work place, pause and notice what kind of day it is.
- During the day, rest quietly for five minutes or take a brief walk.
- Say NO when you need to.
- Ask for help when you need it, whether it's time away from the children, a counseling session, or a real vacation.
- Write yourself a note and place it where you will read it, schedule treats for yourself on your calendar.
- Focus on immediate or short-term goals that are attainable.
- Collect appreciation that is due. Hear praise and thank you when offered to you.
- Take care of yourself when you are down and out, play your favorite song, see a movie, give up housework for the day, etc.
- Analyze your moods, energy, and time. Are you down at certain times of the day, week or month? Plan and prepare.
- Use relaxation, meditation, music, religion, nature, or whatever to re-energize yourself.
- Pay attention to your diet, sleep and general health.
- Exercise. If you don't have the time, ask yourself if you have the time to be sick, depressed, or sluggish.
- Be good to yourself and do something a little bit selfish. Take a long bath, cook a special dish you wouldn't normally make or hire a babysitter and go out for the night with friends.
- Give yourself credit for things you have done well.
- Learn how to relax, and don't turn to alcohol or other drugs for stress reduction.
- Try to stay positive, it's easy to see the negative side of mobilization. But seeing the positive side has many more rewards. Think of separation as a chance to grow.
- Stay busy, time passes much more quickly when you're busy. Try to see separation as a time to learn something new. Maybe you could take some college courses or start a new hobby.
- Try to spend time each week doing something out of the normal routine. Go to a museum or library on a local tour. Avoid sitting home feeling sorry for yourself.

**BE GOOD TO YOURSELF... YOU DESERVE IT!!!**

## **TIPS FOR SURVIVING DEPLOYMENTS AND SEPARATIONS**

- ◆ **VOLUNTEER** Helping others is good medicine for your mental and spiritual health.
- ◆ **CALL** the State Family Program Coordinator to ask about volunteer opportunities or to just have a conversation.
- ◆ **SET A GOAL.** Start the program or project you've been putting off. Begin a self-improvement program. Go back to school; learn a new skill or hobby. Do something for yourself.
- ◆ **INITIATE;** don't wait for the phone to ring. Plan an outing or a special dinner, and then call several friends to join you.
- ◆ **TRAVEL.** New scenery and a change of pace if only for a day or two can do wonders for the spirit. Plan on taking a friend and making a day out of it.
- ◆ **GO TO WORK.** A full or part-time job can provide extra income as well as opportunities for interaction.
- ◆ **TAKE A BREAK.** Take time away from your children. Single parenting wears you down, so go to dinner or see a movie with friends once a week.
- ◆ **LAUGH.** Don't lose your sense of humor. Take time to smell the roses and to enjoy them.
- ◆ **DON'T FEEL GUILTY** about going out with friends and leaving your children with a sitter.
- ◆ **KEEP A JOURNAL** of your thoughts and activities while your service member is away to help them catch up when they return. Include snapshots of you and the children taken while they were away.
- ◆ **JOIN A SUPPORT GROUP.** Whether it is your Family Readiness Group, or a group at your church or work, the support of friends makes the going easier.
- ◆ **KNOW AT LEAST 2 OF YOUR NEIGHBORS.** You may need their help on an emergency basis, and they can offer day-to-day support.
- ◆ **DON'T** always call or run home to mom or dad if the going gets rough. That, at best, is a temporary solution, and may become very expensive.
- ◆ **DIFFERENCES.** If you and your spouse have some differences try to work them out before they leave.
- ◆ **FIND A BUDDY.** Another Guard family member who is also alone temporarily will make a great companion. Time passes quicker with a friend.
- ◆ **LITTLE THINGS CAN HELP A LOT.** Cook a special dish that you enjoy, but that your spouse dislikes, start a small project, do some physical labor, it will help relieve emotional tiredness and stress.
- ◆ **TIME TO ADJUST.** When your service member returns home give them time to adjust. Don't hand them a list of repairs and problems as soon as they walk in the door, and don't smother them with attention. Allow them some time alone.



# **FAMILIES AND DEPLOYMENTS/SEPARATIONS**

When a Guard member deploys, family members go with them in a sense. For most families a deployment isn't the happiest of occasions. Long separations are hard on every member of the family, especially those who are left at home. But as Guard families, they learn to cope. Experience has shown that a deployment is much easier on families if they prepare for it and know the tricks of getting along during a separation. By following some of the following suggestions, the deployment may not be as difficult for your family as it might otherwise be.

## **FAMILY TALKS**

Families can add a special request in their evening grace or bedtime prayers: 'Please bless Daddy (Mommy, brother, sister, son or daughter) while they're far away from us, and all the other Daddies to (or mommies, brothers, sisters, sons or daughters)'. This can tie the child to their family member, and all others in similar situations.

It is also helpful, especially for older children to sit down as a family and discuss the rules of the house before a deployment. The children are more likely to remember the rules as 'Family' or 'House' rules rather than 'Mom's' or 'Dad's' rules.

## **COMMUNICATION**

The need for 2-way communication continues even though you are separated by distance. The following is a guide, which may make it easier to keep in touch.

**LETTER WRITING** – Some people number their letters to eliminate confusion and others send lots of funny card. Letters are a great moral booster. Being away from home is hard and letters and cards seem to ease the stress of being away.

Answer all questions. Write with a picture of your loved one in front of you or the children. This is a way to make your letters more personable and it gives a chance for the kids to remember what mom or dad looks like.

Let your loved one know how much you appreciate the letters, tapes, pictures, etc. Mention one or two things in each communication, which made you, feel especially close.

Remember the need to verbally express affection does not diminish with the miles. 'I love you' means just as much when it is written during separation as it does when it is said in person.

Share your feelings as openly as you can without indulging in self-pity. Let them know you'd like to share their feelings.

Above all, express yourself clearly so they won't have to say, 'I wonder what was meant by that!' On the other hand, don't try to read between the lines or interpret a puzzling remark. If you don't understand, ask questions in your next letter.

**TAPE RECORDINGS AND VIDEO RECORDINGS** – If letter writing is difficult for you, consider buying a pair of small tape recorders so that talking letters can be shared. Children can also send messages this way.

Record good/bad times, dinner times, birthdays, holiday's etc., and have the whole family involved. You might even have neighbors and friends participate.

Record their favorite TV shows movies or sporting events. Their entire unit will enjoy viewing anything from home.

The service member can record some of the children's favorite stories before they depart. This is a great way to keep mom or dad real in the child's mind. Later on they can listen or read along with the tapes. In many cases, just hearing their voice will calm a child down.

**COMPUTERS (E-mail)** – It is very likely that you will be able to communicate via electronic mail either from your home computer or a computer in your service members unit. Check with your unit before departure for all the details.

**TELEPHONE CALLS** – It is a quick way to communicate and in this day and age with cell phones it is an easy process. However, remember overseas calls are very expensive and your loved one may not always have access to a telephone. A good thing to remember also is the time change. Most overseas countries are in a different time zone.

## **HUSBAND AND WIFE**

Flowers and gifts can be ordered in advance to arrive on special days. Or make arrangements with a close friend to deliver gifts for the holidays and special days. Couples should sit down together and check off the dates on your calendar that payments (include amounts) are due for rent, insurance, taxes, car registration and other bills.

## **YOUNGER CHILDREN**

Make a snapshot picture book of the departing parent doing everyday things with the kids like giving a bath, reading, taking a walk, playing ball, etc. Show the parent in uniform and where they work if possible. It is also a good idea to put pictures of the departing parent on the refrigerator, in the child's room, on the bathroom mirror and all around the house. Small children have a tendency to forget very quickly. Pictures will help remind the child that there is another parent.

Have the parent send postcards or letters to each child with brief, easy sentences about his or her daily events. Children love receiving their own mail.

Buy or plan presents for birthdays and holidays in advance and attach special messages. Kids love getting gifts through the mail from other countries.

Acquire a world map or a globe and you and your children can follow Dad or Mom around the world. This gives the children more security in knowing about where he or she is. You can also learn some geography by visiting a travel agency for brochures.

Mealtimes and bedtimes are a good time to talk about what they are going to say on the next tape or letter. They can send drawings and schoolwork they are proud of.

Send schedules of ball games, activities, or special events so they can ask how the game or class play went.

The 'I want my Daddy' problem: One mom gave her child a picture of Daddy in plastic so she could carry it with her everywhere. The child then felt that her dad was with her all the time.

## **OLDER CHILDREN**

Include teenagers as much as possible in preparations for pre-deployment, deployment, and post-deployment. One mom made her teens feel needed and secure by discussing with them areas in which they could help while dad was away.

## **FAMILIES AND DEPLOYMENTS/SEPARATIONS**

### **EMOTIONS**

We all get down in the dumps sometimes but what do you do about it? One woman said that after the kids were in bed she put on some music that she and her husband liked, and just listened. Soon the tears would come and she felt so much better. It beats yelling at the kids. There are times to cry with your children and times to cry alone. It lets your emotions out instead of keeping them bottled up inside which doesn't really help anyone.

Becoming aware of and in touch with your feelings can give you an inside track as to how your children feel. If it's been two weeks since the last mail and you're feeling a bit blue or irritable, your children may be crawling the walls or withdrawing for these same reasons. Talk about how you feel. It won't change the fact of no mail but it may give you all extra patience and everyone will feel better knowing that it's OK to feel lonely, isolated, sad, and frustrated.

### **EMERGENCY**

Tape your name and address on the telephone. In case of an emergency we tend to forget many important things. It's also important to have the numbers of a friend, unit, or FRG representative for your children to call in case something should happen, along with police, fire, and hospital, etc.

### **FRIENDS**

Whether it is through your FRG, church, or neighbors, the support of friends makes the going easier. One thing to avoid is a gossip session because it only breaks down communication and doesn't really help anyone.

### **NEIGHBORS**

Neighbors can be helpful to families when a parent is away. Good neighbors will check in occasionally to see that all is well. And if things aren't going well, they'll usually make themselves available to help out if they can.

### **COUNTDOWN**

How to count time for kids that can't count or read all you need is a belt, buttons, and glue. Glue on the amount of day (buttons) and have the child take one off each day. When they take the last button off, tomorrow they will come home.

**MOST IMPORTANTLY, TAKE CARE OF YOURSELF.  
IF YOU ARE FEELING GOOD YOU CAN COPE WITH  
JUST ABOUT ANY SITUATION A LOT BETTER.**

## **CHILDREN AND DEALING WITH SEPARATION**

Some people say children are relatively unaffected by their parent's absence, but studies indicate that is not a true statement. Children experience the same psychological pattern as the caretaker or parent, due to their own feeling of loss and their own awareness, conscious and unconscious, of the parent's overall emotional situation. They are, generally, upset when the parent is, and calm when the parent is. Children often test the parent left behind to find out if he or she will bend more than when both parents are at home. This will be more apparent when the service member first leaves and again when they return.

Some parents overcompensate for the absence of the other and become permissive and/ or overprotective with the children. Rules once ironclad are now changed. Some decisions are harder to make alone. This creates a different environment for the children. They become caught between two worlds, juggling their behavior according to whether or not the other parent is home.

Both parents must be consistent in their discipline of the children.

When the service member returns, children behave in a variety of ways, happy hugs and kisses, squeal of welcome, but also feelings of hurt, anger, resentment and hostility. Child psychologists say ALL children have both positive and negative feelings toward the returning parent. That's okay, as long as the feelings are dealt with honestly.

Children need stability. Put yourself in the place of your children and think about how they might feel if one parent was constantly coming and going, here two weeks, gone for eight months, home two days, wouldn't your security be shaken a little? Imagine what it does to the children.

Children express their feelings in different ways, and their outward behavior is not always a good reflection of what's going on emotionally. Some children cover up their feelings, others are more open. Insecurity, loss of status, and change in routine all add up to complex emotions, hurt and anger which are usually directed at the returning parent. They also feel love, pride, need and security, which causes ambivalence. They just can't understand what's happening.

A few things that parents can do to ease some of the emotions are as follows:

### **MAKING SURE CHILDREN KNOW THEY ARE LOVED**

Often, young children see themselves as the cause of separation. They may feel their parent is going away because they have been bad, or because their parent doesn't love them anymore. Make sure your children know this isn't the case.

### **BEING TRUTHFUL**

Many children can sense when they are being lied to. Often what they imagine is worse than reality, and they may worry unnecessarily. It helps to talk openly and honestly about separation.

## **SHARING CONCERNS**

Children often have a hard time talking about their feelings. Let children know it's OK to talk about feelings (even negative feelings) by sharing your own feelings.

## **DISCIPLINE CONSISTENTLY**

Don't let separation mean a free rein. But don't threaten you child with 'wait until your father or mother get home!' It's hard to look forward to the return of someone expected to punish you.

## **LET YOUR CHILDREN HELP AROUND THE HOUSE**

Ask children which chores they would like to do. Let children know they are making a valuable contribution

## **MAINTAIN ROUTINES**

Regular mealtimes and bedtimes can help children feel more secure. Try to keep the same family rules and routines that were used before the separation.

## **HELP CHILDREN MARK THE PASSING OF TIME**

Many families find it helpful to mark the days off a calendar in a daily ritual. Try to find some visual way to let children count the days until their parent comes home.

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03/07/01

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# I.D. CARD FACILITIES/DEERS PROCESSING STATIONS IN MICHIGAN

<b>SITE NAME</b>	<b>CITY</b>	<b>SERVICE</b>	<b>PHONE</b>
CRTC	ALPENA	Air National Guard	989-354-6474
110 Wing	BATTLE CREEK	Air National Guard	616-969-3216
Navy/Marine Reserve	BATTLE CREEK	US Naval Reserve	616-968-9216
Detroit Coast Guard	DETROIT	US Coast Guard	313-568-9483
Grand Haven Coast Guard	GRAND HAVEN	US Coast Guard	616-850-2317
Navy/Marine Reserve	GRAND RAPIDS	US Naval Reserve	616-363-6889
Camp Grayling	GRAYLING	Army National Guard	989-344-6100 or 989-348-7621
NRF	GWINN	US Naval Reserve	906-346-8767
300 <sup>th</sup> MP CMD PW	INKSTER	Army Reserve	313-561-9510
AG HQ Site	LANSING	Army National Guard	517-702-5116
Navy/Marine Reserve	LANSING	US Naval Reserve	517-482-9688
1/84 <sup>th</sup> Division	LIVONIA	Army Reserve	734-458-6400
927 <sup>th</sup> MSS	MT CLEMENS(SANGB)	Air Force Reserve	810-307-5473
127 <sup>th</sup> WING	MT CLEMENS(SANGB)	Air National Guard	810-307-4516
Naval Reserve Center	SAGINAW	US Naval Reserve	989-754-3091
Sault Ste Marie Coast Guard	SAULT STE MARIE	US Coast Guard	906-635-3206
Coast Guard Air Station	TRAVERSE CITY	US Coast Guard	231-922-8228
Tank Auto Command	WARREN	US Army	810-574-8313



## I.D. CARD FACILITIES/DEERS PROCESSING STATIONS IN BORDERING STATES

<b>SITE NAME</b>	<b>CITY</b>	<b>SERVICE</b>	<b>PHONE</b>
<b>OHIO</b>			
180 MSS	TOLEDO, OH	ANG	419-868-4016 / 419-868- 4044
NMCRC TOLEDO	TOLEDO, OH	UNSR	419-666-3444 ext 211
<b>ILLINOIS</b>			
85 <sup>TH</sup> Div	ARLINGTON HEIGHTS	USAR	800-741-4650 ext 645/148
GREAT LAKES NTC	GREAT LAKES	USN	847-688-5550 ext 385
NRRC GREAT LAKES	GREAT LAKES	USNR	847-688-5550
RTC GREAT LAKES	GREAT LAKES	USN	847-688-5605
NRC	DECATUR	USNR	217-875-1733
NMCRC ROCK ISLAND	ROCK ISLAND	USNR	309-782-6084
ROCK ISLAND ARSENAL	ROCK ISLAND	USA	309-782-0596
<b>INDIANA</b>			
122 MSS	FT WAYNE	ANG	219-478-3231
384 MP BN	FT WAYNE	USAR	219-747-1131
NMCRC	SOUTH BEND	USNR	219-233-2375
<b>WISCONSIN</b>			
NMCRC GREEN BAY	GREEN BAY	USNR	920-336-2444
USCG PRO	MARINETTE	USCG	715-735-4109
WAUSAU NATIONAL GUARD ARMORY	WAUSAU	ARNG	715-845-1011

For additional sites: <http://www.dmdc.osd.mil>